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WESTERN STATE NORMAL SCHOOL
KALAMAZOO, MICH.

BULLETIN

1925 SUMMER SESSION
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The New Library Building
THE FACULTY
1925 Summer Session

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George Tabraham, Manual Arts.
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Leslie Wagner, Manual Arts.
Cordelia Wick, Commerce.
Elmer H. Wilds, A. M., Education.
Merrill Wiseman, A. B., Geography.
Leslie H. Wood, A. M., Geography.
Elizabeth Zimmerman, A. M., Latin and German.

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Anna L. French.
Mrs. Lula Loomis.
Mrs. Mary Agnes Harvey.
Florence Fowler.
Phoebe Lumeree.

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Lenore Carpenter, Office of Dean of Women.
Bernice Hesselink, Main Office.
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Lloyd Jesson, Main Office.
Eleanor Osborn, Main Office.
Cornelius MacDonald, Receiving Clerk.
Alice Smith, Appointment Office.
Leah Smith, Extension Secretary.
Gretchen Switzer, Appointment Secretary.
Blanche Draper, Editor, Western Normal Herald.
WESTERN STATE NORMAL SCHOOL

STANDING COMMITTEES, SUMMER SESSION, 1925

(The President is ex-officio a member of each committee.)

Appointment Committee—Ellsworth, Davis, Hoekje.

Athletic Board—Faculty Representatives—Shilling, Henry.

Course Advisors—

  A. General—Ellsworth, McCracken.
  B. Departmental—
      A. B. Degree—Sprau, Brown, Slusser.
      Art—Roberts, Siedschlag.
      Commerce—Wick.
      Early Elementary—Spindler, Liek, Tamin.
      Extension—Hoekje, Smith.
      Household Arts—M. Moore, Champion, Sawyer.
      Junior High School—F. Moore, Scott, Wilds.
      Later Elementary—Henry, Strunk, Mason.
      Library—French.
      Limited—E. Burnham, Evans, Ellis.
      Manual Arts—Sherwood.
      Music—Maybee, Henderson.
      Normal High School—Cain; H. S. Office.
      Physical Education for Men—Taylor.
      Physical Education for Women—Guiot, Hussey, Worner.
      Rural—E. Burnham, Evans, Ellis.
      Senior High School—Fox, Zimmerman, Place.
      Unclassified—Bartoo, H. Blair.

Extra Studies—H. Blair, Davis.

Health—Davis, Taylor, Goddard, Guiot, Hoekje.

Scholarship—Hoekje, Davis, Hilliard.

Social Life—Davis, Brown, Cain, Campbell, Hussey, Steinway.

Y. M. C. A.—Greenwall, Hyames, Terpenning.

Y. W. C. A.—Scott, Hockenberry, Siedschlag.
THE TWENTY-SECOND
SUMMER SESSION
OF THE
Western State Normal School

The twenty-second annual Summer Session of the Western State Normal School will open June 29, 1925, and continue six weeks, closing August 7. Students will be enrolled and classified on Monday, June 29; classes in all departments will begin recitations on Tuesday, June 30. Nearly all of the regular instructors of the Normal School will remain in residence during the Summer Session. They will be assisted by a number of outside teachers selected for their efficiency in special lines of work.

LOCATION

The Western State Normal School is located at Kalamazoo, the county seat of Kalamazoo County, in the heart of southwestern Michigan. Kalamazoo, with a population of 50,000, is a city rich in industries, beautiful and healthful as a place of residence. The Normal School is in the residence section on a hill affording a most magnificent panoramic view of the city and surrounding country.

Kalamazoo is an important railroad center easily accessible from all parts of Michigan and adjoining states. It is the halfway point between Detroit and Chicago on the main line of the Michigan Central Railway. The Grand Rapids and Indiana, the Lake Shore and Michigan Southern, and the Chicago, Kalamazoo and Saginaw railroads, all running north and south, pass through Kalamazoo. In addition to these main lines the South Haven branch of the Michigan Central, the Kalamazoo, Lake Shore and Chicago, and the Grand Trunk railroads, together with the Michigan Railway Company trolley lines east and north, afford convenient travel to and from all points in southwestern Michigan.

PURPOSE OF THE SCHOOL

The purpose of the Normal School as constituted by law is to prepare teachers for the public schools, and to this end especially the work of the school is organized and conducted. Recognizing that scholarship, familiarity with children, and a proper attitude toward the work of teaching are fundamental in all professional preparation of teachers, the courses of study in
the Western State Normal School have been planned to give as thorough knowledge of the subject-matter as possible in the time devoted to the work, to emphasize the principles underlying the teaching process, and to keep before the student the fact that the highest aims of education are character and service. Every possible means is provided for accomplishing these purposes and for bringing the student into direct acquaintance with the best in modern thought and life. The spirit of hearty co-operation between faculty and students in enterprises and interests of the school is fostered at all times.

Responsibility for the proper attitude of students toward the school and community is, for the most part, necessarily thrown upon the students themselves. While it is the purpose of the school to incite the student continually to higher and better ideals of character and public service, it is impracticable for the Normal School to attempt the task of reforming young men and women. No personal effort will be spared to assist students in every possible way, but those who are manifestly lacking in the essentials of good character or in ability to become efficient instructors of children will be requested, whenever the evidence of their unfitness is complete, to withdraw from the school.

During the Summer Term special attention will be given to those who are already teaching and to those who plan to teach during the coming year. Courses of study, plans of work, and methods of instruction will be arranged to meet the needs of teachers engaged in the profession.

BUILDINGS

1. Administration Building. This structure contains in addition to the administration offices, fourteen classrooms, the assembly room, and the library and reading rooms. The Normal Co-operative store is located on the first floor. The site occupied by the Administration building is well known for the panoramic view of Kalamazoo and the surrounding country.

2. Training School Building. This building, 118 feet long and 100 feet wide, consisting of two stories and a basement, is one of the best planned training school buildings in the country. In completeness and convenience the building is a model. The first, second, third, fourth, fifth, and sixth grades will be in regular session each forenoon during the entire term, affording students opportunity for observation.

3. Women's Gymnasium. The Gymnasium is the largest among the normal schools of the country. The main floor is 119 feet long and 68 feet wide, entirely clear of posts or obstructions of every kind. The running track, 9½ feet wide, is suspended from the structural steel supporting the roof of the building. In the basement are lockers, shower baths, and a swimming pool 52 feet long. All classes in public school gymnastics will meet in the Gymnasium.

4. Science Building. The Science building is 148 feet long and
78 feet wide. The first floor affords classrooms and laboratories for the departments of Psychology and Geography. The Department of Biology is housed on the second floor, and on the third floor are class rooms and laboratories for the departments of Physics and Chemistry. The building and its splendid equipment greatly increase the efficiency of the several departments of science.

5. **Manual Arts.** The new Manual Arts building is beautifully located adjoining the athletic field and facing the point of land formed by the intersection of Michigan Avenue and Oakland Drive. It is a fireproof structure of modern factory type with very high ceilings and plenty of light. The rooms are all especially designed to serve the various classes in the most effective manner.

6. **Barracks—Classrooms.** Recently the building used as a Barracks during the S. A. T. C. days was transformed into class rooms which are very serviceable. Adequate lighting and ventilating arrangements were taken care of. The equipment is new throughout. The building houses the print shop of the Manual Arts department, the Early Elementary Department, the Household Arts Department, the Art Department, in addition to three large class rooms.

7. **Library Building.** The library building is located at the north end of the hill, overlooking the wide valleys to the east, north, and west. A broad brick terrace leads to the doorway, which is a copy of an old Italian entrance.

The lobby has a charging desk and catalogue alcove at the right, with the stack room directly back of it, occupying the southeast corner of the building. This stack room contains four decks of steel stacks, with a capacity of about sixty thousand books, and is equipped with an electric book-lift. To the left of the lobby are staff rooms and a faculty reading room.

The main reading room is equipped with wide reading tables and will accommodate about three hundred readers. The reference desk faces the fireplace and the periodical desk is at the east end, with easy access to the stacks. The walls are shelved with bound periodicals and reserve collections.

The first floor provides a large study room for those not using library books, a coat check-room, and two class rooms. The third floor is given up to recitation rooms and a lobby for display purposes.

8. **Men's Gymnasium.** The new gymnasium for men, just completed, is the best planned teachers' college structure of its type in the United States. The main building is 188 feet, 8 inches long and 85 feet, 10 inches wide. A front projection in addition to the main building is 32 feet wide and 80 feet long. The main floor provides opportunity for four basketball courts and affords, with the running track, a seating capacity for 4000 spectators. The running track is very fast and fourteen laps to the mile. In
the basement of the building are splendid quarters for the varsity athletic teams, visiting athletic teams, and Normal High School athletic teams. There is ample locker room capacity and a splendid baseball cage for battery and batting practice. There are two handball courts, a wrestling and boxing room, four recitation rooms, a half dozen offices, and special exercise rooms. There are four exits from the sub basement to the athletic field. The main floor is easily approached through three double entrances from Oakland drive. Just off the lobby on first main floor is a large trophy room.

THE LIBRARY

The library numbers twenty-five thousand volumes. All books have been selected with great care to avoid excessive duplication and to represent adequately all departments of the school. The books have also been chosen to provide generous opportunity and encouragement for general reading. Two hundred and forty-five periodicals and newspapers are subscribed for and forty-three complete files of periodicals are available.

The use of the Kalamazoo Public Library, with a collection of fifty five thousand volumes, is generously offered to all students.

CREDIT

Credits applying on the A. B. and B. S. degrees and on certificate courses may be earned in any of the subjects regularly required. Eight Term Hours (twenty-four weeks—one-half of a full term's credit) is usually the maximum credit for any student during the Summer Session. Classes reciting one hour daily ordinarily earn two Term Hours (six weeks of credit), while those reciting two hours each day earn four Term Hours (twelve weeks' credit).

Courses which meet one hour a week for one term will be given One Term Hour credit (3 weeks).

Courses which meet two hours a week for one term will be given Two Term Hours credit (6 weeks).

Courses which meet three hours a week for one term will be given Three Term Hours credit (9 weeks).

Courses which meet four hours a week for one term will be given Four Term Hours credit (12 weeks).

Ninety-six Term Hours of credit (288 weeks) are required for a Two-year Life Certificate and 192 Term Hours of credit (576 weeks) are required for the A. B. degree.

Students who carry successfully two regular subjects which meet four times a week for the session will receive 8 Term Hours credit.
COUNTY NORMAL GRADUATES

Graduates from county normal schools are given eight units of credit toward a limited certificate and ten toward a life certificate, provided that said graduates shall have completed a four-year high school course preliminary to taking the county normal work. The remaining six units necessary for a limited certificate must be done in residence. Of the remaining fourteen necessary for a life certificate twelve must be done in residence. On the approval of the faculty the last two units required for either the limited or life certificate may be done by extension or by correspondence.

DEMAND FOR TEACHERS

There is an increasing demand for trained teachers throughout the state and in the country at large. The tendency of salaries is upward, and teaching is nearer a profession than ever before. Graduates of the Western Normal are in demand, and much care is exercised in placing students of the school where the likelihood of success and the opportunity to serve are greatest.

EXPENSES

The tuition fee is $3.00 for all students who reside in Michigan. For those living outside of Michigan the fee is $6.00. There is a fee of $3.00 for the support of athletics, The Herald, and other student activities.

BOARD AND ROOM

A list of good rooming and boarding houses can be obtained from the Registrar in the general office (for men) or from the Dean of Women (for women). It is advisable for students to see the rooms before definitely engaging them.

There are convenient rooms in the vicinity of the school sufficient to house 1,500 students. The cost of room and board varies. The average cost of double rooms is from $2.00 to $3.00 per week per person. The average cost of single rooms is from $3.00 to $4.00 per week. The average cost of board is from $5.50 to $6.00 per week.

CAFETERIA

In 1910 a cafeteria was started in the basement of the Training School. About 1000 meals have been served daily the past year. The work necessary affords a considerable group of students a means of self-support. The cafeteria is run on a maintenance basis and is an economy in the living expenses of students.
HEALTH

Kalamazoo, according to the records in the office of the State Department of Health, is one of the healthiest cities in the country. Its splendid water supply and efficient Department of Health mark it as unusual in its sanitary conditions. The great majority of the non-resident student body is housed in the most desirable sections of the city. Realizing that with the enrollment of the student the school becomes responsible for his health as well as for his educational development, and that the efficiency of the student depends upon his condition of health, a committee on student health has been created to serve as an advisory committee to the student body. Students are urged to bring all cases of physical indisposition to the attention of some member of this committee. Any case of contagious disease should be immediately reported to some member of the Health Committee or to the Dean of Women.

THE NORMAL CO-OPERATIVE STORE

The Normal Co-operative Store, which has been in operation during the past 13 years, will be open during the Summer Term, affording opportunity for students to purchase books and other necessary supplies at reasonable prices.

THE WESTERN NORMAL HERALD

The "Herald," the official weekly publication of the school, made its first appearance in the Summer Term in 1916. It is issued as a four-page paper, newspaper size, each Wednesday morning. The "Herald" endeavors to chronicle faithfully all the important activities of the school. From time to time throughout the year special numbers are issued. These are devoted to art, music, industrial training, athletics, co-educational activities of a special nature, and other particular school interests. Every student and faculty member is a paid subscriber. The alumni also are giving the paper hearty support. The subscription price is one dollar for the forty-two issues of the year, Summer Term numbers included. Subscriptions may begin at any time.

STUDENT CLUB ROOMS

Women's Clubroom

The women of the school are proud of the new clubroom in the Administration Building. Students find this charming room with its comfortable chairs and davenports a restful place to enjoy an hour of quiet reading and study. The spacious windows of
this large room look out upon the campus and over the city of Kalamazoo. This room was furnished by the women of the school.

Men's Clubroom

A men's clubroom has been outfitted in the basement of the administration building and is at the disposal of the men of the school for social times and organization meetings. A piano is part of its furnishings.

SUMMER SCHOOL FOR ATHLETIC COACHES

This school is a natural outgrowth of the regular department of physical education for men and is particularly designed to render service to coaches and prospective coaches of Michigan who are unable to take the full work of the department. Even teachers, principals, and superintendents, who, though not actively engaged in coaching yet have some supervision of the athletic teams in their schools, may find it profitable to take the work of these short summer courses.

All those who enroll in this school will be expected to furnish for themselves such equipment as is necessary for the practical work of the courses. Tuition and fees will be the same as for other summer departments.

SOCIAL LIFE

Social life is encouraged in the Normal and every effort is put forth to further acquaintance among students and faculty. Student parties are arranged by the Social Committee for the enjoyment of the members of Summer School. General student parties are arranged for the following dates: Friday, July 3, and Friday, July 17.

The Rural Education department gives a picnic usually in the fourth week of the summer term for all special summer course students and others who are to work in Rural Education. An afternoon program in the wooded glen on the campus, a bountiful supper, and mass games on the athletic field are features.

This picnic is being planned for July 17.

SUPERVISION OF STUDENT LIFE

The social and moral life of women students is under direct supervision of the Dean of Women. She wishes to be of real service to the young women in planning their courses of study, securing remunerative positions, etc. They are requested to report all cases of illness to her and should consult her freely on all topics concerning their general welfare.
SUMMER TERM LECTURERS

As usual, the students of the summer school will be favored with addresses by well known educational authorities. Dr. Charles E. Judd, Dean of the School of Education of the University of Chicago, will address the student body early in the session, and will be followed by President Lotus L. Coffman of the University of Minnesota and Dr. W. W. Charters of the University of Pittsburgh. Dr. Ernest Burnham, who is on leave of absence during the year, will address the student body and will give his impressions of the South where he has spent most of the year. Dr. T. S. Henry will also deliver an address during the summer term. There is no charge for these lectures.

*HOUSING REGULATIONS FOR WOMEN

1. The school maintains an approved rooming house list on file in the office of the Dean of Women. Students must secure rooms in an approved rooming house before registration.
2. Women students may not room in houses where there are men lodgers, either single or married, without permission of the Dean of Women.
3. Students are expected to stay the full term in the room first engaged, changes being made only with the approval of the Dean of Women. If a student wishes to move at the end of the term, notice must be given to the landlady fourteen days before the day on which the term ends.
4. Room rent is payable in advance, with half deductions for Christmas and spring vacations.
5. Students are expected to take care of their rooms except for general cleaning as the landlady agrees to provide.

HOUSE RULES

1. Students should not arrange for recreation or callers the first four evenings of the week, school affairs being an exception. Students are expected to observe study hours on those nights.
2. A room on the first floor properly appointed for receiving men callers should be accessible to women students. Men callers may be received on Friday, Saturday, or Sunday evenings. Callers should leave by 10:00 o'clock. Women students who arrange for recreation on Friday or Saturday evenings should be in their rooms by 11:30 o'clock.
3. A student should not expect to entertain friends or relatives over night or for meals without making arrangements previously with the matron.
4. Cases of serious or contagious illness should be immediately reported to the Dean of Women.

*Similar rules apply to men students. The Registrar should be consulted concerning board and room, etc.
SCHOOL CONVENTIONS

Women students shall attend only those social events which are given under the auspices of the Normal or such as are sanctioned by Normal authority.

Women students shall attend social events outside of school only with permission of the Dean of Women. Such events should be confined to Friday or Saturday evenings.

School parties shall begin promptly at 8:00 o'clock and close at 11:00 o'clock. A list of patrons and patronesses chosen by the department in charge of the party shall be published in the Herald of the week preceding the party.

Alumni are welcome to all parties. Alumni are granted permission to bring guests to general student parties, slips of permission being granted by the Dean of Women. These slips are to be handed in at the door.

Students in regular attendance are granted permission to bring guests to general student parties if occasion demands. All parties are considered very informal. All dancers shall avoid extreme dancing of any kind, and anything which appears in bad taste.

Student organizations planning meetings or social events shall consult the Dean of Women as to the time and place of meeting.

The Registrar should be consulted concerning room assignments, table space in halls, etc.

Y. M. C. A. AND Y. W. C. A.

The Young Men's and Young Women's Christian Associations have manifested a very healthy growth during the many years of their existence. They have become real factors in the spiritual and moral development of the young men and women, and in the promotion of social service among them.

Those students who come back for the regular school year will find the Christian Associations organized for their service.

CHAUTAUQUA

For the twelfth successive year the Redpath Chautauqua will be held on the Normal grounds during one week of the Summer Term. Programs will be given morning, afternoon, and evening. Prominent lecturers and musical organizations will appear, and the students will be offered attractions of the same high grade as in previous years. (Dates this year, July 18-25,—Sunday excepted).

COURSES OFFERED

The courses offered in the Summer Term are as follows:

1. A. B. and B. S. Degree.
2. Regular Certificate.
3. Special Summer.
4. Extension.
Redpath Chautauqua De Luxe, July 18-25, on the Campus
DEGREE COURSES

In 1918 a four year course leading to the degree of Bachelor of Arts was provided for the normal schools of the state. Western Normal has granted this degree to several hundred men and women who have met the requirements. In 1924 four year courses were provided in Manual Arts and Physical Education for Women leading to the degree of Bachelor of Science in Manual Arts or Physical Education. Many of the courses offered during the summer session carry credit toward these degrees. Consult the year-book for details concerning these courses.

REGULAR CERTIFICATE COURSES

A large number of classes will be formed in the branches included in the regular certificate courses. Several of these classes in the Life Certificate and Limited Certificate groups will meet twice daily, thus enabling a student to cover the work of two twelve weeks' courses during the Summer Term. Classes will be formed in a wide variety of subjects in all departments of the school.

SPECIAL SUMMER COURSES

Classes will be formed in all of the common school branches. These classes will be of special benefit to students and teachers who are preparing for the county examinations to be held in August. Opportunity will be offered for reviewing subjects included in the first, second, and third grades examinations. As there will be no summer schools or institutes this summer in the counties near Kalamazoo, all teachers are urged to take advantage of the unusual privileges offered here.

Credits earned in Special Summer Courses are recorded, and may be counted as credit toward a certificate or a degree.

The subjects in which Special Summer Courses will be offered are: Agriculture, Algebra, Arithmetic, Botany, Civil Government, Course of Study, General History, Geography, Geometry, Grammar, Orthography, Penmanship, Physics, Physiology, Reading, School Law, Theory and Art of Teaching, and United States History.

The School Commissioners of the counties which are affiliated with the summer school urgently recommend that teachers and students preparing for county examinations elect, when possible, regular certificate courses.
County Groups—Annual Rural Department Picnic
COUNTY NORMAL DIRECTORS AND CRITICS

There is offered this summer a course in Problems of County Normal and Helping Teachers. This course will bring to the aid of principals and critics in County Normal Schools and experienced teachers who desire to become helping teachers in county supervision, the best ideas and practices in their special fields.

COUNTY COMMISSIONERS CONFERENCES

Commissioners of schools of the co-operating counties are invited to be at the Normal School on Monday and Tuesday of the first week of the term. They will lunch together on Tuesday and will organize for any conferences which they may desire to hold during the term. The commissioners are especially invited for Friday, July 17. In past Summer Terms commissioners have appointed times for meeting their teachers for consultation and have co-operated with them in social gatherings. The commissioners’ conferences have discussed questions of county administration and supervision, always with the aid of the State Superintendent or his Deputy, at one or more of their meetings.

NORMAL EXTENSION DEPARTMENT

Through the Extension Department the Western State Normal School offers opportunities to study in absentia for credit to capable students who are unable to be in residence during the regular year. Such non-resident credit when combined with resident credit earned during summer terms is accepted on the various certificate courses and on the A. B. degree course.

All instruction is given by members of the regular faculty in classes which meet at frequent intervals, usually on Saturdays, in centers within range of the school, or by means of carefully organized courses offered by correspondence. As nearly as possible, all courses are equivalent to corresponding courses in residence.

Special announcements bearing on the work of the Extension Department will be mailed to those interested if they address the Extension Director, Western State Normal School, Kalamazoo, Michigan.

NEW SUMMER COURSES

Art—1 new course, Art Education 102. 3 advanced courses: Household Arts Design, Painting, Advanced Handwork.
Education—Abnormal Psychology.
Chemistry—4 advanced courses.
Geography—Michigan and Old Northwest.
History and Social Science—Social Progress, Labor Problems.
Commerce—Elements of Accounting, Principles of Accounting, Problems of Secondary Commercial Education. (All advanced courses).
Physics—Astronomy, Radio.
Education and Psychology—School Supervision, Extra Curricular Activities.
Latin—Teachers' Course.
Speech—Story Telling, Informal Speech.
Physical Education for Men—Playground Games, School Gymnastics and Apparatus Work, First Aid.
Physical Education for Women—Team Games, Folk Dancing, Natural Dancing, Basket Ball, Theory of Games, Theory of Athletics, History and Administration of Physical Education.

DETAILS OF DEPARTMENTS

ART

Miss Siedschlag
Miss Roberts
Mrs. Struble
Mrs. G. Davis

102. Art Education. This course consists of the study of design, color, lettering, drawing in line and mass and other problems that will prepare the student to teach art in elementary grades. It is required of all Early Elementary, Limited, Art, Art and Music, and Later Elementary students. Four term hours. Mrs. Struble, Mrs. G. Davis.

103. Industrial Arts. This is a course in handwork consisting of problems naturally evolving from a study of how the world provide itself with food, clothing, shelter, utensils, and how it puts itself on record. Text, Industrial Arts by Bonser and Mossman. Four term hours. Miss Roberts.

202. Household Arts Design. Costume design and illustration will occupy the first three weeks. Individual types, their needs, prevailing modes, creative costumes for pageants and plays will be studied and represented in line, mass, and color. Decorative design for costume will be planned and executed. The last three weeks will be devoted to house furnishing. Color,
design, arrangement, selection of furniture will be supplemented by collections of illustrative material and visits to decorators' and furniture shops. Four term hours. Miss Siedschlag.

207. Art Education. A course designed to aid the grade teacher in correlating handwork and blackboard drawing with the teaching of geography, literature, and history. Four term hours. Mrs. G. Davis.

308. Painting. Painting of still life, landscape, and figure in oil and water color. Attention is given to technique, but study of design, composition, and color will be emphasized. The course is to develop appreciation, and show how the elements of design and principles of composition can be carried into painting from nature.

Three hours a day will be spent in painting. One hour will be spent in research and reference work. Four term hours. Miss Roberts.

311. Handwork. A course including problems in batik, gesso, leather tooling, colored cement work, stitchery, and block printing. Four term hours. Miss Siedschlag.

BIOLOGY

Mr. Place
Miss Hadley

Mr. Delamater.

Dr. Kenoyer
Dr. Goddard

103. General Science. The main object of this course is to provide training for those who expect to teach general science in either Junior or Senior high school. It will be adapted to the needs also of those who cannot specialize in science but who desire to take a general introductory course. Attention will be given both to subject matter and methods of presentation. The problem or project method will be largely employed. The common phenomena of everyday life both in the physical and the living world will form the basis of the work. The plan will include observations, experiments, and demonstrations with class discussions, recitations, and conferences. Such topics as the following will be treated: heating, lighting, ventilation; water supply and sewage disposal; chemistry of air, water, and soil; air and water pressure; weather; rocks and minerals; erosion and sedimentation; automobiles, engines, radio, telephone and telegraph; nutrition and reproduction in plants and animals; microorganisms, molds, mildews and mushrooms; household chemistry; photography. Four term hours. Dr. Goddard.
302. Genetics. This course considers the reasons why living things differ from one another, and how these differences are transmitted from parents to offspring. In the laboratory the laws of heredity are worked out by the breeding of the fruit fly. Course 101 or 102 and Course 301 are desirable preliminaries. Text—Walter's Genetics. Four term hours. Dr. Kenoyer.

112. Hygiene. This is the regular Normal School course in hygiene offered each term of the year. It deals with the factors of both personal and social hygiene with special emphasis upon the causes of ill health and disease and how these may be prevented and controlled. Only enough study of anatomy and physiology will be developed to serve as an adequate basis for an understanding of the principles of hygiene. Four term hours. Mr. Place.

113. Hygiene of the School Child. A course for teachers dealing primarily with the application of present scientific knowledge to the problems of school hygiene. The work will deal with such specific problems as the following: malnutrition, factors of growth, normal height and weight, proper seating, care of teeth, adenoids, control of contagious disease, purity of water and milk supply, health organizations. Both personal hygiene and public sanitation will be emphasized. Terman's The Hygiene of the School Child will be used as a text. Students will find it to their advantage to bring any texts they have on physiology or hygiene. Four term hours. Mr. Place.

212. Field Zoology. For students who desire to become acquainted with animals in their natural homes and to learn the methods of collecting, mounting, classifying, and preserving material for laboratory and demonstration purposes. Special attention will be given to methods of keeping living material and studying life histories. Phases of insect and bird study will be especially emphasized. Preparing and stocking aquaria may be considered. Identifying and classifying specimens will receive attention. Frequent field trips will be taken for study and collection of material. Saturday forenoon should be reserved for field trips. Classroom discussion, lectures, and conferences will accompany the field work. Four term hours. Dr. Goddard.

121. Elementary Botany. Open to freshmen and others who have not studied botany. Half of the time is devoted to laboratory and field work, which can be done under especially favorable circumstances during the summer season. Four term hours. Dr. Kenoyer.

421. Research in Botany. Open to students who have a satisfactory botanical background. Four term hours. Dr. Kenoyer.
131. Nature Study. The purpose of this course is to present the ideals and methods of nature study, to arouse in the student the inquiring attitude toward natural phenomena and the original solution of the problems that develop, to acquaint the student with available materials for each of the four seasons, and to give him a grasp of the literature of the subject. The nature study classes have the benefit of the school agricultural gardens. Field and laboratory work are devoted to identification and ecology of our common plant and animal forms, with special stress on trees, birds, flowers, insects. Four term hours. 

Miss Hadley.

135. Bird Study. This course will consider the economic importance of birds, bird migration, bird laws. Early morning trips and afternoon trips will develop the recognition of birds. Four term hours. 

Miss Hadley.

143. Gardening. Home and school gardens and the place of gardening in educational work will be considered. The objectives and methods of school gardening will be discussed. Garden crops will be studied and each student will plan a garden. Most of the laboratory work will be actual garden practice. Two term hours. 

Mr. Delamarter.

CHEMISTRY

Dr. McCracken

Mr. Boynton

101. General Chemistry. Open only to students who have had one year of chemistry in the high school. Recitation and laboratory work. Four term hours. 

Dr. McCracken.

102. General Chemistry. Similar to 101 but intended for those who have had no high school chemistry. Recitations and laboratory work. Four term hours. 

Mr. Boynton.

201A. Qualitative Analysis. Lectures and laboratory work. Prerequisite, course 101 or 102. Four term hours. 

Dr. McCracken.

201B. Qualitative Analysis. Laboratory work only. Prerequisite courses 101 or 102 and 201. Four term hours. 

Dr. McCracken, Mr. Boynton.

202. Organic Chemistry. Lectures and laboratory work. This course is designed for those students wishing one term's work only. Four term hours. 

Mr. Boynton.

*301A. Quantitative Analysis—Gravimetric. Laboratory work only. Prerequisite, course 101 or 102. 

Dr. McCracken, Mr. Boynton.

* Open to all qualified sophomores.
301B. **Volumetric Analysis.** Prerequisites the same as for 203. Four term hours. Dr. McCracken, Mr. Boynton.

Note: So far as is possible students who have had courses 101 or 102 and those who desire special work will be taken care of.

**COMMERCE**

Miss Wick

**201A. Elements of Accounting.** The theory of debit and credit, the organization of basic accounting records, and the construction and interpretation of balance sheets and profit and loss statements. Not open to freshmen. Four term hours.

Miss Wick.

**201C. Principles of Accounting.** Special features of partnership and corporation accounting, financial and income statements of partnerships and corporations, valuation of special assets and liabilities, factors of depreciation, methods of calculating depreciation charges and reserves, the elements of partnership and corporation proprietorship, distribution of proprietorship gains, and the nature of reserves and funds. Not open to freshmen. Four term hours.

Paton's *Accounting* is used as the basic text in 201A and 201C. The text is supplemented by problems and laboratory material. Miss Wick.

**206. Problems of Secondary Commercial Education.** This course deals with some of the important contemporary problems of commercial education in secondary schools. Lyons' *Education for Business* is used as a basic text. This is supplemented by readings from bulletins issued by the U. S. Bureau of Education and the Federal Board for Vocational Education, reports of educational conventions, and current educational magazines. Considerable attention is given to the history and development of commercial education. Four term hours. Miss Wick.

**102. Shorthand.**

A. **Elementary.** This course covers the principles of the Gregg System of Shorthand up to the eleventh lesson in the Gregg Manual and Speed Studies. Four term hours. Miss Sprague.

**203. Shorthand.** Intensive drill on dictation and transcription, and discussion of methods of teaching shorthand. Four term hours. Miss Sprague.

**103. Typewriting.**

A. **Elementary.** Two term hours. Miss Sprague.
201. Typewriting. An advanced course planned especially to develop operating technique and for the consideration of methods of teaching. Two term hours. Miss Sprague.

EARLY ELEMENTARY EDUCATION

Miss Liek Miss Allen

101A. This course is required of all students enrolled in the Early Elementary Course. It should be entered in the first term of residence and followed by 101B and 101C.

The course deals with the study of childhood and its physical growth and development. Four term hours. Miss Liek.

101B. This course is required of Early Elementary students who have completed 101A. The course deals with the mental development of children. Four term hours. Miss Liek.

104. Games and Rhythms. A course dealing with the development and play in young children. About one-half of the course consists of readings and discussions of the theory of teaching plays and games. The remainder of the time is given to floor work and practice in games and dancing. Two term hours. Miss Allen.

105 A, B, C. Story Telling. A study of the field of story telling for young children. Standards for telling the story and for the selection of good stories are established through criticism of stories told and readings in the field. Two term hours. Miss Allen.

EDUCATION AND PSYCHOLOGY

Education

Dr. Henry Miss Steinway Miss Mason
Mr. Wilds Mr. Pellett Miss Steele
Miss Spindler Mr. Powell Mr. Van Buskirk

101. Principles of Teaching. The purpose of this course is to establish a definite notion of the aim of education; to show the close connection of education as a human institution with social order and progress; to formulate a few fundamental principles underlying the teaching process. The course will include such topics as the curriculum, moral and social training, discipline, type lessons, questioning and lesson plans.
Standards for judging classroom instruction are worked out and systematic observation of classes in the training school is made. This course must precede practice teaching. At least one term of Psychology is prerequisite to this course. Four term hours. Miss Spindler, Miss Mason, Miss Steinway.

201. Junior High School Education. A systematic survey of the field of junior high school education for those enrolled in the Junior High School Course. It comprises a brief study of the biological and psychological foundations upon which the junior high school is based, a survey of the origin, development and present status of the junior high school movement, and an intensive study of the organization of courses of study, including a detailed consideration of the content of each of the various subjects of study and the points of view to be emphasized in their treatment. Four term hours. Miss Steinway.

206. Educational Measurements. A beginning course in tests and measurements in education. Some of the features of the course are: statistical methods, essentials of test and scale construction, standardized tests and scales in school subjects, diagnosis and treatment of special difficulties, informal tests, surveys. Practice will be given in scoring tests and in interpretation of results. Not open to freshmen. Four term hours. Mr. Pellett.

210. Extra-Curricular Activities. This course is designed to work out the constructive policies genuinely socializing each of the life activities making for good citizenship in the development of our pupils. Such activities as clubs, assemblies, debates, student councils, etc., will be studied and plans made. Four term hours. Miss Mason.

225. Public Education in the United States. The origin and development of administration, curriculum, and instruction in our educational system, with particular emphasis on present conditions and desirable reorganizations. Not open to freshmen. Four term hours. Mr. Wilds.

229. School Administration. This course is organized for the purpose of developing a systematic procedure in school administration. Among the topics to be considered are the following: relation of the school to the federal, state, and county governments; functions of the board of education, superintendent, principal; supervisors and teachers; business organization; educational organization; the budget and budget making; taxation; buildings and equipment; supervision; measurement of results. Four term hours. Mr. Van Buskirk.
330A. **School Supervision.** For principals and supervisors of elementary schools and critic teachers in normal schools. The course deals with the problems of supervision with special emphasis upon the improvement of teaching. Among the most important topics covered are: standards for judging instruction; diagnosis of instruction observed; methods of improvement; methods of meeting teachers individually and in groups.

330B and 330C will be offered in succeeding summers.
Not open to freshmen or sophomores. Four term hours.

**Miss Steele.**

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**Psychology**

101. **Introductory Psychology.** This course aims to acquaint the beginner with the general field of psychology and to prepare him for subsequent work in psychology and education. Four term hours.

Mr. Powell, Mr. Van Buskirk.

102. **Educational Psychology.** A study in class and laboratory of the nature and conditioning factors of human learning. Four term hours.

Mr. Pellett, Mr. Page.

104. **Psychology of Reading.** A summary of the results of the scientific studies made in the field of reading, with suggestions as to the bearing of these studies upon the materials and methods of teaching. Four term hours.

Miss Spindler.

187. **Psychology of Elementary School Subjects.** This course is designed for those who expect to teach in the elementary grades or to supervise in elementary schools. More emphasis will be placed upon the work of the later elementary grades. The following topics will receive attention: proper methods of learning in the various school subjects, the test and study method, the place of standard tests, etc. Psychology 101 is prerequisite. Four term hours.

Miss Steele.

203. **Genetic Psychology.** Treats of the mental and physical conditions of life during childhood and adolescence, with special reference to their influence on educational practice. Must be preceded by courses 101 and 102. Not open to freshmen. Four term hours.

Dr. Henry.

205. **Mental Tests.** A course in the application of psychological tests and scales. Laboratory training in the use of both individual and group tests for mental classification is given. Prerequisites: Psychology 101 and 102. Four term hours.

Mr. Wilds.
320. Abnormal Psychology. A discussion of the more common forms of mental abnormality and maladjustment. Some attention will be given to feeble-mindedness. The relationship between such conditions and character development will also be considered. Four term hours. Dr. Henry.

ENGLISH

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101. Composition. This course aims to help the student in the use of composition as a practical art. Emphasis is placed upon sound organization of material and clear expression of ideas. To this end some time is given to the reading and analysis of several representative prose selections, and much practice work is done in the writing of short themes. A number of detailed outlines are developed, and at least one exposition of approximately 1,000 words is undertaken, preferably upon some subject of interest and value to the individual student. While a knowledge of the principles of punctuation, grammar, and rhetoric is presupposed, critical attention is paid to their application and to the observance of the ordinary manuscript conventions. Four term hours.

Miss Loutzenhiser, Miss Gould, Miss Henderson.

101A. Advanced Composition. A general discussion of the four forms of discourse with the analysis of specimens of each form. Most of the time will be devoted to the writing and correction of themes. This course follows and presupposes Composition 101. Four term hours.

Mr. Burklund, Mr. Slusser.

126. Advanced Rhetoric. This course presupposes Rhetoric 104 or Composition 101 and Advanced Composition 101A, and may be counted for the third unit in Group I of the requirements for the A. B. degree. The aim of the course is to help the student to a better mastery of linguistic expression and to aid him in developing sound, critical judgment of literature. Four term hours.

Miss Nobbs.

103. Literature for Children. This course aims to give a general survey of the field of literature suited to the needs and tastes of children, to get at the general principles which underlie the selection of literature for children under any given conditions, to organize and give new meaning to the mass of suitable literature already read, and to add largely to its content by
further reading. Students will save time by bringing with them
a good collection of fairy tales; an anthology of poetry for
children; a mythology; the Iliad, the Odyssey, the Nibelungenlied,
the Song of Roland, the Morte D’Arthur, the Old Testament, and
Beowulf, or any simplified stories founded upon these; Gulliver’s
Travels; Alice in Wonderland. As to prerequisites, some knowl-
edge of child psychology and much knowledge of literature are
desirable but not indispensable. This is a course in reading
and in the application of principles. Note-books will be kept
and brief reports will be submitted, but no long papers will be
written. Four term hours. Miss Rawlinson, Miss Master.

121. **Chief American Poets.** An intensive study of the chief
American poets. Four term hours. Miss Nobbs.

122. **American Prose.** An intensive study of the chief Amer-
ican prose writers. Four term hours. Mr. Slusser.

202. **English Literature.** The course includes a rapid survey
of the whole field of English literature with some attention to
the distinguishing characteristics of the various periods. Most
of the time in class is given to the study of representative master-
pieces. Four term hours. Miss Loutzenhisser.

230. **Literary Interpretation.** In this course an attempt will
be made to help the student come to a clear knowledge and
appreciation of the qualities of experience that go into the making
of literature, and to give him some practice in making this
experience real to others. Much attention will be given to read-
ing aloud and to critical study and analysis of representative
selections from the various types of literature. The course is
open to all students except freshmen. Four term hours.
Mr. Sprau.

232. **The English Novel.** A rapid reading course in long prose
fiction, with special reference to the writings of Richardson,
Fielding, Jane Austen, Dickens, Thackeray, and George Eliot.
Detailed reports on some novelist or some phase of the novel
will be required. Four term hours. Dr. Brown.

234. **Contemporary Poetry.** The aim of this course is to
cultivate in the student a livelier appreciation of good poetry,
and to give him a more intimate acquaintance with the best
British and American poetry of the last twenty-five years. Four
term hours. Mr. Burklund.

333. **Lives and Letters of English Authors.** This course will
combine a detailed study of the Wordsworths, the Carlyles, and
others, with wide reading in biography and letters. Reports
and critical essays will be required. Open to advanced students
only. May be substituted for one of the units in group I of the A. B. course. Students must obtain consent of the instructor before enrolling for the course. Four term hours.

**431. Wordsworth.** The work of the course consists of as careful a study of the life and poetry of William Wordsworth as the time will permit. Open only to juniors and seniors, and to such sophomores as have been given special permission to take the course. Four term hours.

**GEOGRAPHY**

**Mr. Wood**

**Miss Strunk**

Note.—All students preparing to teach in the grades should elect courses 101A and 101B in the freshman year if possible. These courses are the prerequisite for many of the other courses offered by the department.

**101A. Principles of Geography.** This course aims to make clear the field of geography and the new place the subject is beginning to take in the curriculum, and to develop in the student some appreciation of the adjustments man makes to his natural environment through a study of regions where climate is a dominating influence. Attention also is given to the principles of map making, the major facts of mathematical geography, the factors controlling climate, and the reading of the weather map. Four term hours.

**101B. Principles of Geography.** This course aims to give a clear idea of the natural environmental elements of location, land forms, soils, mineral resources, ground and surface water, oceans and coastlines; to stress the mutual relations between the above environmental elements and the social, political, and economic activities of people through the study of specific regions. Prerequisite, course 101A. Four term hours.

**201. Geography of Michigan and the Old Northwest.** A geographic study of the five states between the Ohio and the Mississippi rivers, with a brief account of the historical development of the region. Four term hours.

**212. The Teaching of Geography in the Grades.** The establishment of standards by means of which the student evaluates pictures, graphs, maps, and subject matter; the technique of presenting geographic material and of measuring the results of geography teaching. Prerequisite, courses 101A and 101B. Four term hours.
101. United States History to 1789. Starting with the European background of American history this course treats the origin and growth of the colonies, discusses their relation to the mother country, and shows why and how the independence of the United States was established. Special attention is given to the causes and course of the Revolution and to the beginnings of state and national government. This course is the first in a sequence of three courses covering a year's work in American history. Elective. Four term hours.

102. United States History—1789 to 1865. This course treats American history from the inauguration of Washington to the close of the Civil War. The organization of the government under the Constitution, the rise of political parties, the movement into the West, the influence of the frontier, the industrial revolution and its consequences, the rising tide of democracy, the slavery controversy, the sectionalization of the country, and the Civil War are among the chief topics studied. This course is the second in a sequence of three courses covering a year's work in American history. Elective. Four term hours.

103. United States History—1865 to the Present Time. A study of the leading movements in American history since the Civil War. Reconstruction, industrial development, the coming of big business, the organization of labor, the settlement of the far West, recent industrial, social, and political problems and the efforts to solve them, America as a world power, and its part in the Great War, are the chief topics in this course. This is the third in a sequence of three courses covering a year's work in American history. Elective. Four term hours.

105. History of Rome. From the earliest times to fall of the Empire in the West. The development of early Roman institutions, the expansion of Roman power over the Mediterranean World, the transitions from the Republic to the Empire, and the social, political, legal, and cultural life of Imperial Rome are the chief topics emphasized. Elective. Four term hours.
203. Modern Europe. 1870-1924. The history of the third French Republic, political and social reform in England, the German Empire, the problem of the Near East, the expansion of Europe in Asia and Africa, international relations, the World War. Elective. Not open to freshmen. Four term hours. Dr. Scott.

301. United States History. 1865-1877. The period of Reconstruction. This course is an intensive study of the recovery of the nation during the years immediately following the Civil War. Open to third-year and fourth-year students only. Elective. Three term hours. Mr. Shilling.

**SOCIOLOGY**

202B. Social Organization. This course consists of lectures on the relation of society and the individual, and of class study and discussion of the group phase of human nature as presented in Cooley's book, *Social Organization*. Not open to freshmen. Four term hours. Dr. Terpenning.

201C. Social Process. This course is a study of advanced social theory based upon Cooley's text, supplemented by lectures and class discussion of various theories of social evolution. The course is open to upper classmen who have had some work in social theory. Four term hours. Dr. Terpenning.

103. Sociology. A study of social relations and activities in small communities. An elementary text-book in general sociology and a text dealing specifically with village and country life are used. A collection of source materials illustrating the cooperation of teachers and schools in local community activities is available. Required in Limited Certificate Course. Elective in other courses. Four term hours. Dr. Burnham, Mr. Delamarter.

**GOVERNMENT**

202. State and Local Government. Since the citizen has many contacts with the state and county or city government, an effort will be made to acquaint the student with the organization, aims, and problems of state and local government. Elective. Four term hours. Mr. Shilling.
ECONOMICS

201A. Principles of Economics. A beginning course in economic organization. The rise of modern industry and the place of banks, of business organization, of competition and specialization, of government, of scientific management, and the other numerous agencies which together make up our modern economic society, are matters with which this course deals. Not open to first-year students. Elective. Four term hours. Mr. Moore.

201B. Principles of Economics. A continuation of 201A. In this course the student is expected to master the body of principles, mostly quite abstract, which are generally held by economic authorities—such mastery as the student of chemistry or physics is expected to acquire. Prerequisite, 201A. Elective, Mr. Bigelow. Four term hours.

203. Labor Problems. Labor organizations are historically traced and their present functions evaluated. Strikes, lockouts, boycotts, and other weapons of industrial warfare, methods of promoting industrial peace, various wage systems, immigration and emigration, sweat-shop labor, prison labor, woman and child labor, unemployment, industrial and trade education, and important aspects of recent labor legislation are among the matters presented. Prerequisites, 201A and 201B. Four term hours. Mr. Bigelow.

HOME ECONOMICS

Foods and Cookery

Miss Moore
Miss Stenson

Miss Champion
Miss Sawyer

107. Cookery. This course offers practical work in the cooking of all classes of foods, such as cereals, vegetables, meats, eggs, breads, pastry, salads, and desserts. Breakfasts, luncheons, and dinners are planned, cooked, and served by the group. Open to all students. Four term hours. Miss Moore.

108. Nutrition. The purpose of this course is to teach the proper selection, the nutritive value, and the importance of a well balanced diet for typical family groups. Open to all students. Four term hours. Miss Champion.

109. Home Management. The home and its present day problems. Open to all students. Two term hours. Miss Champion.
Clothing

104. Millinery. A course in fundamental millinery including study of line and color for various types, pattern and frame construction, covering of frames with various textiles, general principles of making and placing trimming, remodeling and renovating of millinery materials. Two or four term hours. Miss Stenson.

107. Clothing. A combination of machine and hand work in the making of underwear. Discussion of patterns and materials. Making of stitches and study of various finishes. Two or four term hours. Miss Sawyer.

108. Clothing. Study of line and proportion of figure and clothing design in relation to general fitness. General principles of garment construction are applied in the making of dresses, blouses, and skirts. Two or four term hours. Miss Sawyer.

Home Economics for Rural and Grade Teachers

114. Clothing Construction and Its Presentation. Elementary clothing work as a basis for teaching garment work in schools. This course includes:
(1) pattern making and adaption, (2) selection of designs and construction, (3) methods of presentation.
Two term hours. Miss Stenson.

101. Library Methods. A course of ten lessons in the use of the Library is offered during the summer term. This course is required of all students, preferably during their first year. No credit. Two periods a week. Miss French.

LATIN

Miss Zimmerman

204A. Horace. Selections from the Odes and Epodes. Pre-requisite, at least three years of Latin. May be substituted for four term hours of fifth or sixth year Latin. Four term hours. Miss Zimmerman.

205. Teachers' Course. Aims, methods, and problems of the first two years of High School Latin will be discussed. The report of the Classical Investigation and other up-to-date material will be used. Four term hours. Miss Kraft.
101A. Cicero. Readings from Cicero or selected authors. Credit to apply on third year Latin. Four term hours.
Note.—Arrangements may be made so that credit will apply on second year high school Latin.

MATHEMATICS

Mr. Cain
Mr. Blair
Mr. Ackley
Mr. Bartoo


C. Algebra. For students who wish to review the subject as a preparatory course. Two hours' high school credit.

101. Arithmetic. A teachers' course. To elect this course the student should have a knowledge of geometry and of the beginners' course in psychology. The work consists of lectures and discussions on the history and teaching of the subject, with assigned reading. Extended treatment of typical problems of applied arithmetic. Four term hours.

102. Teaching of Junior High School Mathematics. This course will consist of a series of talks and discussions, with assigned readings for junior high school teachers on the best methods of teaching mathematics in the seventh, eighth and ninth grades. Such topics as the function concept, graphs, the transition from arithmetic to algebra, formulas, and the more modern business applications of the subject will be considered along with the more traditional material of these grades. Prerequisites, a knowledge of high school algebra and geometry. Four term hours.

208. The Teaching of Geometry. The aim of this course is to give the prospective teacher the best educational thought relating to the content and teaching of geometry in the high school. It is recommended that this course either precede or accompany practice teaching in geometry. Two term hours.

209. The Teaching of Algebra. The aim of this course is to give the prospective teacher the best educational thought with reference to the content and teaching of algebra in the high
school. It is recommended that this course either precede or accompany practice teaching in algebra. Two term hours. Mr. Bartoo.

Note.—Courses 208 and 209 will be given at consecutive hours, making it convenient for those who desire to take both courses for four hours’ credit.

103. Plane Trigonometry. This is equivalent to the work done during the regular session. Solution of triangles by both natural and logarithmic functions. Four term hours. Mr. Cain.

104. College Algebra and Analytic Geometry. Rectangular and polar co-ordinates, simultaneous linear equations, determinants, relations between straight lines. Covers the work of the regular fall term and at the same time prepares for county or state teachers’ examinations. Four term hours. Mr. Adams.

104A. College Algebra and Analytic Geometry. A continuation of course 104, including permutations and combinations, the circle, applications of quadratic equations, complex numbers, and polynomials. Four term hours. Mr. Blair.

112. Applied Mathematics. An elementary course in the application of the fundamental operations of mathematics to the solution of shop problems. Four term hours. Mr. Ackley.

205. Calculus. An elementary course in differential calculus. At least one term’s work in analytic geometry should precede this course. Four term hours. Mr. Ackley.

315-316. History of Mathematics. This course will combine courses 315 and 316 of the regular winter and spring terms, treating of the history of geometry, trigonometry, arithmetic, and algebra from the earliest times to the present. The material of the history of mathematics will give to the high school teacher a survey of the development of elementary mathematics. Some attention will be given to the history of the teaching of mathematics. This course must be preceded by analytic geometry, and is not open to freshmen. Four term hours. Mr. Blair.

MANUAL ARTS

Mr. Sherwood
Mr. Tabraham
Mr. Wagner

Mr. Lane
Mr. Keuzenkamp

101. Wood Shop. A beginner’s course in the fundamentals of woodworking. Includes working drawing, blue print reading, care and use of bench tools and wood finishing. Particularly
valuable for those who have had practical experience and who wish to prepare for teaching, as this course also includes the development of course outlines suitable for Junior High School shop classes. Four term hours. Mornings. Fee, $3.00.

Mr. Sherwood.

102. Household Mechanics. A course in the general mechanical principles involved in maintaining the modern house. Includes electricity as applied to door bells, electric lights, vacuum cleaners, etc., also plumbing, heating, and sheet metal working. A course of study suitable for the intermediate grades is to be worked out. Four term hours. Afternoons. Fee, $3.00.

Mr. Tabraham.

103. Advanced Benchwork. A more advanced course in woodworking with particular emphasis on technique of hand tools, grinding, and sharpening. Includes elementary pattern making. Includes core making, molding, and the casting of patterns in soft metal. Trips are made to local pattern shops, foundries, and machine shops. Fee, $3.00. Four term hours. Afternoons.

Mr. Sherwood.

99. Mechanical Drawing. Elementary Mechanical Drawing, lettering, technical sketching, working drawings of simple objects involving top, front, and end views, invisible edges, sections, auxiliary views, tracing, inking, and blue printing as outlined by the State of Michigan Course of Study in Mechanical Drawing for general High School controlling purpose. High school credit only.

Mr. Lane.

Note.—This course is required of all Manual Arts students who have not had a satisfactory course in High School Mechanical Drawing.

111A. Mechanical Drawing. Prerequisite, Mechanical Drawing 99 or equivalent. Amplification of principles brought out in Mechanical Drawing 99. Lettering, sketching, drawing, tracing, and electric blue-printing of suitable shop projects. Coordination of shop and drafting room. Outside study, observation, lectures, and quizzes. Four term hours.

Mr. Lane.

111B. Mechanical Drawing. Continuation of Mechanical Drawing 111A. More advanced problems in Mechanical Drawing, detailing, design, theory and application, ranging from simple geometrical problems through surface development to machine details, cams, gears, etc. Some organization work. Shop observation, lectures, outside study, quizzes. Four term hours.

Mr. Lane.

122. Sheet Metal Work. The application of hand and machine processes in cutting, forming, seaming, burring, crimping,
notching, and wiring as applied to the making of tinware, spouts and gutters, large containers, etc. Four term hours. Fee, $3.00. Mr. Wagner.

204. Wood Turning. Elementary course in the fundamentals of wood turning, including spindle and oval turning, chuck and face plate work. Special attention is given to tool grting and the care of various types of wood lathes. Organization of a course of study suitable for vocational or high school classes. Four term hours. Mornings. Fee, $3.00. Mr. Keuzenkamp.

205. Wood Shop. A course in the use and care of wood-working machines. This includes the fundamentals in furniture design and construction, and the finishing of projects made. Organization of a course of study for junior and senior high school classes. Prerequisite, 101 Woodshop or its equivalent. Four term hours. Afternoons. Fee, $3.00. Mr. Keuzenkamp.

213. Mechanical Drawing. An advanced course in mechanical drawing, comprising a combination of machine drawing and architectural drawing. Knowledge of free hand drawing, art, wood and metal working, pattern making, and foundry practice is very desirable, though not required. Outside reading, term papers, lectures, use of balopticon and motion picture projector. Sixteen hours class work. Four term hours. Mr. Lane.

221. Forge Shop. Work consists of drawing out, upsetting, and welding projects in mild steel, using hand tools and power hammer. A careful study of the heat treatment of carbon steel is made and instruction given in the use of the pyrometer and Shore Scleroscope. Four term hours. Fee, $3.00. Mr. Wagner.

223. Machine Shop. The fundamentals of machine tool operation, involving work at the bench and the use of machines. Four term hours. Fee, $3.00. Mr. Wagner.

314A, B, C. Advanced Mechanical Drawing. Open only to juniors and seniors. Continuation of course 111. Working drawings of practical problems such as the lathes, jointers, band saw, engines, etc., together with a knowledge of the shop problems involved in producing the finished machine. Four term hours each. Sixteen hours class work. This course begins Fall and Summer terms. Mr. Lane.

315A, B, C. Architectural Drawing. Open only to juniors and seniors. The aim of this course is to develop architectural appreciation; to give the student the ability to get out plans of buildings ranging from summer cottages to modern city residences and to be able so to organize a course of study in Architecture
that it is suitable for high school use. Illustrated lectures, observation, drawing, tracing, blueprinting, outside reading, and note book. Sixteen hours class work. Four term hours each. This course begins Summer and Fall terms.

Mr. Lane.

324A, B, C Machine Shop. Advanced practice in machine tool construction, operation and repair. Parts of wood and metal working machines are finished and assembled. Considerable time is devoted to tool making, milling cutters, taps, reamers, etc., and the design of jigs and fixtures to facilitate production. A study is made of shop layouts and equipment, also a course is outlined for teaching machine shop practice. Open to third and fourth year students only. Four term hours each. Course begins Fall or Summer terms. Fee, $3.00 each term.

Mr. Wagner.

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MODERN LANGUAGE

Miss Hockenberry
Miss Zimmerman
Mr. Greenwall
Miss. Tamin

101. First Year French. It is thought advisable to offer, at intervals, beginning work in French, with the thought that it may be continued by private instruction or in successive summers. Pronunciation, the rudiments of grammar, and simple conversation will be stressed. Four term hours.

Mrs. Hockenberry.

204. Conversation Course Based on Rapid Reading. Such books as Loti's Peccheur d'Islande, France's Le Livre de Mon Ami, Le Braz's Contes Bretons will be discussed in French. Four term hours.

Miss Tamin.

307. France and the French of Today. A course in English intended as a background for students of French or History or
Literature, who would find valuable a survey of what France stands for in Art, Historical Monuments, the Theater, Literature, etc. Students teaching or intending to teach French will find such material necessary. There will be a large use of cards, slides and magazine material. Four term hours.

Mrs. Hockenberry.

405. Problems of Teaching French. Informal discussion of the daily problems arising in the teaching of French. Opportunity will be given for observation in teaching and also in conducting the class itself under observation. The course is especially intended for teachers in junior and senior high schools. Four term hours.

Mrs. Hockenberry.

201A. Advanced German. The reading of novelistic German and German lyrics and ballads. Prerequisite, one year of college or two years of high school German at least. The course will also be adapted to students who have had more than the prerequisite, or for students desiring pre-medical German. Four term hours.

Miss Tamin.

101. First Year Spanish. A course in Beginners' Spanish will be given, with a view to offering second and third term work during following successive summers. Only those should enroll who plan to complete a year's work. The course will consist of the rudiments of grammar and careful drill in pronunciation, with simple conversation in Spanish. Four term hours.

Mr. Greenwall.

102. Second Year Spanish. Review of grammar, practice in conversation and composition, reading aloud in Spanish with careful drill in pronunciation, conversation in Spanish based on texts read. This course will be conducted mainly in Spanish. Four term hours.

Mr. Greenwall.

MUSIC

Mr. Maybee
Mrs. Randall

Mr. Henderson
Miss Hootman

All work done in the Music Department will be credited toward the regular music course or applied on a degree. Communities are looking to the supervisors of music as the logical leaders in musical activities. The outlook for a great growth and development in the musical world through the public schools is more in evidence than ever before in the history of education. It is in anticipation of this more extended musical activity that the Western State Normal is offering courses to promote the music life and growth in Michigan.
Special courses are being scheduled to meet the demands of Music Supervisors.

103. Voice Culture. In this course we will seek to establish and develop a few fundamental principles involved in learning to sing. Students will receive both individual and group instruction. A selected group of standard songs will form the basis for the term's study. Two term hours.

Mrs. Randall, Mr. Maybee.

106, 108. Primary Music and Teachers' Music. This course is arranged to meet the needs of the regular grade teacher. The song material will include the best available songs from the various books recently published. The fundamentals of music as covered by the first eight grades in the public schools will form the basis for the technical work. Special rhythm exercises will be used in the ear training and melody studies. Four term hours.

Mrs. Randall, Mr. Maybee.

129. Song Repertoire. This course is designed to acquaint the student with the new material that is available in the song world. Several of the most successful cantatas and operettas for children's voices will be studied. Two term hours.

Miss Hootman.

128. Musical Administration. This course will give a general survey of public school music in America, comparing the various courses of study, musical activities, and problems concerning the special teacher. The following books will be used as basis for study: Tapper, Music Supervisor; Farnsworth, Education Through Music; Gehrkins, Essentials in Conducting; Dickinson, Education of the Music Lover; Bates, The Care and Use of the Voice; and the recent reports of the National Supervisors, Conference and the National Music Teachers' Association. Four term hours.

Mr. Maybee.

109. Harmony and Ear-Training. This course is offered to meet the demand of the work in ear-training, melody writing and elementary harmony in the upper grammar grades and high school. Two term hours.

Mr. Henderson.

113. Musical Appreciation and Biography. This course will cover the lives and works of the great masters from Bach and Handel down to the present time. Biographical note book and programs suitable for grades and high school will be worked out. The victrola will be used in this course. Four term hours.

Mrs. Randall.
114. Advanced Harmony and Musical Composition. This course consists of a review of elementary harmony, and of advanced work. It should be preceded by a year’s work in elementary harmony. This course will be of exceptional value for supervisors of music. Two term hours. Mr. Henderson.

Orchestra. All who have instruments and wish to join the Normal School Orchestra will find it both pleasant and profitable.

PENMANSHIP

The aim of this course is to give the student a knowledge of method and teaching in penmanship as well as to develop a practical style of writing.

Students preparing for the county examinations should consult with their commissioners in order to find out whether or not it will be advisable for them to enroll for penmanship in the Summer School.

A credit in penmanship is now required of all candidates for normal school certificates in this state. The work done in the Summer Term will count on that credit. Miss Shimmel.

PHYSICS

Mr. J. E. Fox Mr. Rood Mr. Gerald Fox

200A. Mechanics and Heat. This is a course in general physics, consisting of recitations and laboratory work. This course, together with 200B and 200C, furnishes an excellent foundation for students preparing to teach physics in the high school, or for those who wish to enter engineering or to specialize in physics later. Prerequisites, high school physics and trigonometry. This course consists of five two-hour recitations and four laboratory hours weekly. Four term hours. Mr. J. E. Fox.

200B. Electricity and Magnetism. The work covered in this course is equivalent to the work in electricity and magnetism during the winter term of the year. Students who do this course satisfactorily and gain credit in Physics 200A and 200C will earn the credit ordinarily required for a year’s work in general physics of the college grade. These three courses are indispensable to the high school teacher of the subject and furnish the required physics in engineering and medicine. While it is desirable that students take these courses in the order of their numbers, this is not mandatory. A number of important experiments are to be worked by the pupil and the class work will be amply
illustrated by experiment. There are five two-hour recitations and four laboratory hours weekly. Four term hours.

Mr. G. Fox.

200C. Sound, Heat and Light. This course is a continuance of the work covered in Physics 200A and 200B and completes a year's work in the subject. It should be elected by all who desire a complete unit of credit in general college physics, either as a foundation for high school physics teaching or in preparation for more advanced courses. It includes five two-hour recitations and four laboratory hours weekly. Four term hours.

Mr. Rood.

200D, E, F. This course is a problem course designed to accompany 200A, B, C. Students wishing the required 10 hours of physics for engineering later must elect this course. Class meets two hours weekly. One term hour.

Mr. J. E. Fox, Mr. Rood, Mr. G. Fox.

201. Astronomy. This course is a non-mathematical course in descriptive astronomy and will serve as an aid to students of general science and to others who wish to get an understanding of the elements of the subject. It is open as an elective to students of all courses. Four one hour recitations. Two term hours.

Mr. Rood.

202. Alternating Currents. This course is designed especially for high school teachers of physics. Its aim is to make clear the distinction between alternating and direct currents and to give the students control in handling each. It is concerned with such problems as the design and function of the transformer; the measurement of impedance and power factor; current and voltage relations in series and parallel circuits; relation between impedance, resistance and reactance; polyphase circuits; calculation of wire sizes for various distributing systems and converters and rectifiers. The widespread use of the alternating current today makes a knowledge of this course exceedingly valuable to the high school teacher of physics. Class meets four times a week, for a two hour period. Two term hours.

Mr. J. E. Fox.

100D. Radio. This course is primarily a practical one for those interested in acquiring a working knowledge of the fundamentals of wireless phenomena. Enough theory will be included so that the material covered will have solid mathematical foundation. Study will be devoted in the main to modern circuits used both in transmission and reception.

Laboratory problems will supplement lectures and class room discussion. Prerequisite, high school physics. Two term hours.

Mr. G. Fox.
PHYSICAL EDUCATION AND COACHING (FOR MEN)

Mr. Taylor  Mr. Hyames  Mr. Martineau.
Mr. Shale  Mr. Barrows

The physical education department for men offers each summer a number of courses designed to be of special service to coaches and prospective coaches who are unable to take the full work of the department during the regular school year or who wish to supplement and refresh their work. These courses are organized under the name of "Summer School for Athletic Coaches." Material is presented in concentrated form and all work is intensely practical since field, floor, and track work is closely coupled to class room theory. Teachers and principals, though not actively engaged in coaching, may still find these courses profitable as an aid to intelligent supervision and direction of athletics.

An interclass baseball league is conducted each summer and a program of intramural sports carried out where workable ideas of service in general physical education administration may be gained.

The work of the summer school will be conducted directly by the experienced coaching corps of the department, supplemented by outside instructors who have made a name for skill in special lines of work.

All those who enroll in this school will be expected to furnish for themselves such equipment as is necessary for the practical work of the courses. Tuition and fees will be the same as for the other summer departments.

2138. Football. Fundamentals; position of each player on offense and defense, all forms of kicking, tackling and blocking; principles of interference, and carrying the ball; execution of the forward pass. A practical system of offense and defense will be taught with consideration to the conditioning and handling of a team. Lectures. One term hour. Mr. Hyames.


1158. Basketball Technique. Fundamentals; handling of the ball; passing, goal throwing, pivots, and stops; dribbling, team play, and actual competition. Theory of coaching and study of different offensive and defensive systems taught throughout the country. A complete practical system in itself will also be taught. Lectures and floor work. Two term hours. Mr. Taylor.

1368. Scoutcraft. Principles of scout work—organization, equipment, rope-tying, patrols, signaling, and hiking. Hikes and
at least two week-end camping trips will be taken. The object of this course is to make every graduate of the department a potential scout master. Two term hours. Mr. Barrows.

118S. Baseball Technique. Fundamentals of batting, bunting, base running, position play, offensive team work. Two term hours. Mr. Hyames.

119S. Technique of Track Athletics. Practical instruction in starting, sprinting, distance running, hurdling, high and broad jumping, pole vaulting, shot putting, discus and javelin throw. Preparation of contestants for standard events; rules of competition; intensive study of physical condition, including endurance, speed and fatigue, with view to promotion, management, and officiating of games and meets. Lectures and athletic field work. Two term hours. Mr. Taylor.

101S. Physical Education. A course in plays and games to meet the needs of rural teachers both in recreation and team play. Meets four days a week (one hour periods). Credit for Physical Education. Mr. Shale.

122S. Playground games and athletics for elementary Junior and Senior high schools. One hour, twice a week. One term hour. Mr. Taylor.

123S. School gymnastics and apparatus work such as can be used in the public schools. This course alternates with Phys. Ed. 122S. One hour, twice a week. One term hour. Mr. Taylor.

212S. First aid, massage, and training for conditioning boys in athletic work. Knowledge and skill in meeting emergencies. Two term hours. Mr. Shale.

Intramural and County Base Ball League. Plays a regular schedule of games. Physical Education Credit. 3:00-5:00 p. m. Mr. Hyames, Mr. Martineau.

Tennis instruction will be offered if requested. The tennis courts are open during the day for students.

PHYSICAL EDUCATION FOR WOMEN

Miss Guiot Miss Worner Miss Hussey
And Assistants

Five terms of physical education are required for a life certificate. Any of the practice courses may be substituted for the first four terms. Physical Education 202 is required of all students as the last term's work.
No student is allowed to earn more than one credit in physical education in one term. Students desiring to enter a second class may get permission to do so, but no extra credit will be given.

Medical examination is required of each girl upon entering, and only upon agreement with the school physician may she be termed physically unable to take the work. Students who are excused from the course must arrange for credit with the head of the department at the beginning of the term.

A practice course marked "C" must be combined with another course marked "C" for one term's credit in physical education. Physical education credit is given for practice courses, but no term hours are allowed.

Courses 121, 123, and 222 are intended for students specializing in physical education and give term hours credit on this course.

101. (C) Physical Education. A two-hour course in elementary tactics, gymnastics, games, and folk dancing. Miss Guiot.

104. (C) Swimming. A three-hour course of instruction in all swimming strokes, diving, and life saving.

Miss Hussey, Miss Worner.

106. Tennis. Classes for beginners and advanced players. A five-hour course.

Miss Hussey, Miss Worner.

106. (C) Tennis. Same as Tennis 106, but offered 2 hours a week to combine with half courses.

Miss Hussey, Miss Worner.

107. Team Games. A graded course in team games including volley ball and baseball. A five-hour course.

Miss Hussey.

108. Folk Dancing. Folk dances of various nations, clogs, jigs, and country dances. Five hours a week.

Miss Worner.

109. Dancing. Principles of dancing based on natural movements, with the working out of graded dances. A five-hour course.

Miss Worner.

202. (C) Physical Education. A continuation of Physical Education 101 but more advanced work. Practice in teaching. One hour a week is given to a lecture period in which methods of teaching physical education and formation of health habits are stressed. A note book is required. Three hours a week.

Miss Guiot.

203. Basket-ball. Practice in playing and officiating. Material for use of teachers who are coaching teams. Five hours a week.

Miss Hussey.
**Plays and Games.** A course primarily for students of special courses but may be combined with other half courses for physical education credit. The Staff.

121. **History and Administration of Physical Education.** A course in the development of physical education and the study of modern administration and organization. Three term hours. Miss Worner.

122. **Theory of Games.** A study of games suitable for children of various grades. Special attention will be given to rules and playing technique of soccer, hockey, volley-ball, basket-ball, and baseball. Two term hours. Miss Guiot.

222. **Theory of Athletics.** The technique of athletics for both indoor and outdoor work will be carefully studied. Administration of meets and tournaments, and rules governing track and field competition will be considered in detail. Two term hours. Miss Hussey.

**RURAL EDUCATION**

A belief is rapidly becoming common that teachers of rural schools must be asked to meet, as rapidly as circumstances allow, the requirements in scholarship and professional training demanded for good elementary school teaching anywhere.

Courses of training for rural teachers are already in print which definitely outline four years’ preparation beyond the high school. It will take some years to reach this standard, but requirements of one-year and two-year training courses are immediately at hand. No one can begin teaching in Michigan after September, 1925, who has not had at least one year of training after the completion of a four-year high school.

Two courses are offered for the preparation of teachers of rural schools.

1. **A Life Certificate in Rural Education** may be secured by high school graduates after an attendance of two years. Many village and country districts are now paying salaries which enable them to demand full life certificate preparation on the part of the teachers they employ for both elementary and high schools. Advisor, Dr. Burnham.

2. **A Limited Certificate** good in Michigan schools for three years may be secured by high school graduates who are finishing this work this summer. Others must take the one year course in fulfillment of the new law on professional training as summarized on page 52.
Subjects which may be applied directly to the completion of either one of the foregoing courses are offered in the Summer Term. There is offered a long list of Special Summer Courses as described on pages 55 to 58 in this Bulletin. Credits gained in these special courses may be applied toward the completion of any regular normal school certificate course as specified on page 53.

Summer term students who are interested in completing a life certificate course in rural education, or the limited certificate course should confer with Dr. Burnham. A number of the Summer Term teachers have had much first hand experience in rural education and their experiences will be utilized in giving interest and value to the rural education courses.

201A. Rural Education. This course will utilize new material collected this year from states and institutions. A general view of progressive activities in rural education will be utilized as affording perspective for intensive study of the problems which are directly related to the service needs of members of the class. Questions of maintenance, organization, supervision, teaching, and curriculum will be considered. Elective, not open to first year students. Two term hours. Dr. Burnham.

304. Rural Education. This is a seminar course for third and fourth year college students only. The best material in print on rural life and education will be read and discussed. One piece of research work will be required of each student. Two term hours.

102. Principles of Teaching. The aim of this course is to present the teaching principles to students planning to teach in rural and village schools, through readings, discussions, lectures, and observations in the Training Schools. This course leads on to practical participation in the school activities in the following term. Certain problems of management and law are discussed as they arise in connection with the work of the term. Prerequisite to practice teaching. Four term hours. Dr. Burnham.

101. Curriculum. This course aims to acquaint students with modern tendencies in curriculum making and the content of our best elementary courses of study. The work will be divided into three parts: (1) a study of the general principles underlying present-day curricula and their application to the common school subjects; (2) a detailed study of the Michigan State Course of Study for Elementary Schools; (3) a brief comparative study of the Michigan course and the courses of other states and cities. Four term hours. Miss Evans.

102. Problems of County Normal and Helping Teachers. The aim of this course is to bring to the aid of present and pro-
spective principals and critics in County Normal Schools and experienced teachers who desire to become helping teachers in rural supervision the best ideas and practices in these special fields. This course will be taught by the present state inspector of County Normal Schools. Four term hours. Miss Becker.

103. Sociology. See description in Department of Sociology. Dr. Burnham, Mr. Delamarter.

REQUIRED PROFESSIONAL TRAINING

The Western Normal School will afford every convenience for beginning teachers and will co-operate to the fullest extent with the State Department of Public Instruction and the County Boards of School Examiners in carrying out the provisions of the law regarding the professional training of all public school teachers.

The following statement by the Superintendent of Public Instruction, set forth in Bulletin No. 14 of the Department of Public Instruction, is clear and specific about the certification of teachers by County Boards of Examiners after September 1, 1925:

Summary of the Law

The law provides that after September 1, 1925, a person to receive a county certificate must have had at least one year of professional training beyond the completion of an approved four-year high school course.

 Exceptions to this requirement for one year of professional training:

1. Any teacher who can furnish proof to the Superintendent of Public Instruction of having taught five years previous to the taking effect of the law in August, 1921, the last three years of which were continuous, may have a renewal of a certificate without completing the professional training, if such teacher has been continuously and successfully teaching and has the average standing mentioned in the next paragraph.

2. Any teacher holding a third grade certificate, a second grade certificate, or a first grade certificate on September 1, 1925, renewable because the teacher has taught continuously since the last certificate was received and has attained an average standing of at least eighty-five per cent in all subjects covered in two or more previous examinations may have a third grade certificate and a second grade certificate renewed by completing twelve weeks of professional work amounting to sixteen term hours'
credit, and may have a first grade certificate renewed by completing eighteen weeks of professional training amounting to twenty-four term hours' credit.

Attendance at a reputable university, college, or normal school during the regular school year shall be counted in lieu of teaching for the same period, when determining continuous teaching experience necessary for renewals of certificates.

Requirements for One Year of Professional Training

(a) Each applicant must complete the following six subjects:
   - Psychology ........................................ 4 term hours
   - Observation and teaching .......................... 4 term hours
   - Written English .................................. 4 term hours
   - Hygiene ........................................... 4 term hours
   - Agriculture ....................................... 4 term hours
   - Reading ............................................ 4 term hours

(b) Each applicant must complete any six of the following subjects:
   - Art ................................................... 4 term hours
   - Music ............................................... 4 term hours
   - History ............................................ 4 term hours
   - Geography ......................................... 4 term hours
   - Arithmetic ........................................ 4 term hours
   - Grammar ........................................... 4 term hours
   - Rural Sociology .................................... 4 term hours
   - Nature Study ...................................... 4 term hours
   - Psychology ........................................ 4 term hours

The completion of one-half year of work in an approved four-year normal school, college, or university above a four-year approved high school course may be substituted for the six subjects to be selected from the nine given above.

(c) Each applicant in addition to the twelve subjects required for the year of professional training must complete the following three subjects:
   - Course of Study
   - Penmanship
   - Physical Training, 2 terms.

A person who has completed the work required for a year of professional training as outlined above and who desires a second or first grade certificate may select any subject that will be credited toward a life certificate or toward a degree in an approved university, college, or normal school.

Certificates Issued

A person who completes one year or more of professional training is granted a certificate as follows:
Third Grade. A person who completes one year of professional training is granted a third grade certificate by the county board of school examiners.

Second Grade. A person who completes one and one-third years of professional training is granted a second grade certificate by the county board of school examiners.

First Grade. A person who completes one and two-thirds years of professional training is granted a first grade certificate by the county board of school examiners.

Each of the above three grades of county certificates issued upon one year or more of professional training is renewable without further professional training, but no person may receive more than three third grade certificates, including renewals of third grades.

Renewal of County Certificates Issued Previous to September 1, 1925

Any person who is doing work for the renewal of a county certificate issued previous to September 1, 1925, should select subjects from the list of subjects named above for one year of professional training until such person has completed the twelve subjects required for a year of professional training. Any such person, however, will not be required to select the six required subjects named above before he or she may pursue any of the nine subjects given as electives.

NOTE: 1. Four term hours means one course for twelve weeks with four recitations per week, or its equivalent.

2. Not more than one-sixth of the work required for one year of professional training may be done by correspondence or in extension classes.

SPEECH

Miss Shaw

Miss Lindblom

101. Fundamentals of Speech. This course is a prerequisite to all courses offered in the Speech Department. It aims to develop in the student an understanding of the basic principles of speech as a means of communication, and includes study and drill in the vocal elements. Four term hours. Miss Lindblom.

110B. Interpretative Reading. Analysis and interpretation of the more simple types of prose and poetry. Prerequisite, Course 110A or its equivalent. Four term hours. Miss Shaw.

115. Public Speaking. Informal Speaking. This course aims to develop clear thinking and ease and effectiveness in speaking. It includes a brief study of the best specimens of modern addresses, and frequent practice in the various forms of public address. Prerequisite, Course 101. Four term hours. Miss Lindblom.

TRAINING SCHOOL

105. Theory and Practice of Teaching. The Training School will be in session in grades one to six inclusive from 8:00 to 11:00 each day for the six weeks of the Summer Term. Regular supervisors will be in charge of the work and the school will be conducted entirely as a demonstration school. No practice teaching can be offered. Experienced teachers may observe daily and make a scientific study of the best methods of teaching the various branches. Each supervisor in her daily lessons will aim to present proper material for use in the various subjects of the curriculum, such as nature study, geography, history, reading, language, and the special branches, including handwork, as well as to show good methods of teaching. Aside from the daily observation the course will require reading, discussions, class criticisms and conferences under the direction of the supervisor. Practical application and criticism of the newer teaching methods such as the socialized recitation and problem project teaching as it is carried out in the better schools, will be part of the work. Each supervisor will offer the above course. Open to those who have had teaching experience. Four term hours.

The regular supervisors, special teachers in drawing, music, manual arts, physical training, and household arts will have charge of all work in the Training School.

The Rural Demonstration School at Hurd School will be in session each forenoon of the second, third, fourth and fifth weeks of the Summer Term. Teaching in the elementary grades will be demonstrated. A Normal School bus will convey the observation classes.

It is hoped that large numbers of the students will avail themselves of the help thus afforded. Commissioners may arrange with the director for reports of attendance of their teachers. Observation will be required in connection with the courses in Principles of Teaching and Method and Reading. In addition to the Observation in the Training School, observation in the Rural Demonstration School will also be required. Each supervisor will reserve the 11 o'clock hour for conference and general discussion with the observers in the grade.
SPECIAL SUMMER COURSES
Mary Ensfield, Director

INFORMATION FOR BEGINNING TEACHERS

Special Summer courses in the common school subjects are offered primarily for students who are preparing to teach for the first time and who intend to take the August teachers' examination. It is assumed that these students are high school graduates and prepared to do a high order of work. Students may enroll in as many of these courses as they can carry with profit, but they may not count such work for more than twenty-four weeks of credit toward a certificate, without the previous consent of the director of these courses. Should students who earn credit in Special Summer courses subsequently elect regular Certificate and Degree courses covering in part the same field, the credits earned in Special Summer courses will become void.

By a state law passed in 1915 no teacher's certificate can be granted to any person without experience unless he has had at least six weeks of professional training; but the completion of one-half year of work in a school maintaining four years of work above high school rank shall be accepted in lieu of this requirement. The State Superintendent of Public Instruction has specified that the required professional training shall consist of six weeks of each of the following: Observation and Practice Teaching; The Teaching of Reading; The Course of Study and Class Management; Physical Training; and six weeks of any one of the following: agriculture, arithmetic, geography, history, grammar, language, physiology, writing, music and drawing. This summer term as in previous years, the first two specified six weeks' requirements—Observation and Teaching Reading will be combined into one twelve weeks' course called Method and Reading. This is done to simplify observation schedules in the Training School.

SPECIAL ASSIGNMENT FOR TEACHERS' EXAMINATION FOR YEAR 1925

1. A part of the questions for all grades of certificates in the teachers' examination for August, 1925, will be based on the State Teachers' Reading Circle books for 1924-25.
2. The State Teachers' Reading Circle books for the year are: Thorndike—PSYCHOLOGY OF ARITHMETIC—Macmillan Company; Mace—METHOD IN HISTORY—Rand McNally & Company; Waits—PRACTICAL PROBLEMS OF THE SCHOOL—Benjamin H. Sanborn & Co. Any or all of these books may be secured from the state distributor, W. T. Bishop, 117 West Shiawassee Street, Lansing, Michigan. Write him also for prices. Examination questions in certain subjects will be based on these books.

Three questions in reading for the August examination will be based on JULIUS CAESAR by Shakespeare. For both examinations, five questions in Arithmetic will be based on the Reading Circle book, PSYCHOLOGY OF ARITHMETIC. For both examinations, three questions in history will be based on the Reading Circle book, METHOD IN HISTORY. For both examinations three questions in course of study will be based on the Reading Circle book, PRACTICAL PROBLEMS OF THE SCHOOL.

DETAILS OF SPECIAL COURSES

BIOLOGY

A. Teachers' Physiology. A brief course covering the essentials of physiology and hygiene. While the functions of the various systems of the body will be especially emphasized, yet enough anatomy will be given to furnish an understanding of the various organs. Hygienic considerations will be adequately treated. Bring all available textbooks. Two term hours. Mr. Place.

B. Teachers' Agriculture. This course will cover the general field of agriculture, dwelling upon those phases of the subject which seem practical. Students should bring all available texts on elementary agriculture. Two term hours. Mr. Delamarter.

C. Teachers' Botany. The course is planned to cover the materials and methods of elementary botany. The work will be founded upon the available secondary texts. Bring all available texts. Two term hours. Dr. Kenoyer.

EDUCATION

A. Management and Course of Study. It will be the aim of this course to make as careful a study of the State Course of Study for Rural Schools, School Management and Law as the
B. Method and Reading. This is a course in principles of teaching adapted to the needs of summer term students who expect to teach in rural schools. Observations will be made regularly in the training school on the campus and in the Hurd School. Special emphasis in this course will be given to the teaching of reading. The State Department bulletins on Reading and Word Study, and Parker’s Types of Teaching and Learning will be used. Four term hours.

Miss Kelley, Miss Ensfield, Miss Duncan, Miss Vick, Miss Smith, Miss Jones, Miss Pickard, Mrs. Shield, Miss Hicks.

C. Reading Circle. A course in the Reading Circle Books for the August Examination as outlined on page 56. No credit will be allowed for this course.

ENGLISH

A. Reading and Orthography. The aim of the course is to give the student some acquaintance with the fundamental principles involved in the teaching of reading and spelling. The work of the course is based upon Bulletin No. 46, Reading in the Grades, and Bulletin No. 10, Word Study and Spelling, both prepared by the State Department of Public Instruction. Two term hours.

Miss Gary.

B. English Grammar. The course provides a thorough drill in the fundamentals of English grammar, to insure mastery of the subject on the part of those preparing to teach. Reference will be made to State Department Bulletin No. 30, Language Lessons. Two term hours.

Miss Gary.

GEOGRAPHY

A. Geography. This course is worked out with the needs of the rural school definitely in mind. It consists of a study of (a) principles of geography, and (b) the geography of regions. Two term hours.

Mr. Wiseman.

HISTORY

A. General History. A general survey of the subject, intended primarily for teachers preparing to take the examination for a second grade certificate. Two term hours. Miss Burnham.
B. **United States History.** The work will be based on an outline of the work, and any available text books. It is intended mainly for those preparing for third grade certificates. Two term hours.  
Mr. Trumble.

C. **Civil Government.** The purpose of the course is to make prospective teachers thoroughly familiar with the principles and ideals of American government. Bring all available text books. Bulletin No. 33, *Training for Citizenship*, will also be used. Two term hours.  
Mr. Trumble.

**MATHEMATICS**

A. **Arithmetic.** A review for those desiring to prepare for teachers' examination. Sections will be organized for all grades of county certificates. Bulletin No. 45, *Arithmetic in the Grades*, will be reviewed. Two term hours.  
Mr. Bartoo.

**PHYSICAL EDUCATION**

A course in Plays and Games will be given to all students taking special summer courses. This course will consist of graded games to be used on the playground and during recess period. Attention will be given to material as designed in the Michigan Bulletin of Physical Training. Also one period taken from the physical education requirement will be given over to lectures in hygiene.

Gymnasium shoes or soft rubber soled shoes will be required of all students taking the Plays and Games course. Sections will be formed for both men and women.  
Miss Guiot.

**PHYSICS**

A. **Teachers' Physics.** The aim in this course is two-fold: (1) to give those who wish it a comprehensive grasp of the field of elementary physics such as is needed by those desiring to take county or state examinations in the subject; and (2) to help teachers in the grades or junior high school to organize materials for work in physical nature study, and general science. Four term hours.  
Mr. G. Fox.
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